

John J. Sierra

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OBJECTIVE

To work in a professional environment where I can grow in skills and successfully complete my duties.

PROFESSIONAL EXPERIENCE

:: www.JJSierra.com :: Office Management (Self-Employed) Aug, 2007 - Present – Miami, FL
Small Business Office Management Services – Current Clients...

- Claims Support Inc. (claimssupportinc.com)
- Sierra Interpreters (sierrainterpreters.com)

Signs By Tomorrow Alpharetta July 2007 - Aug, 2009 - Alpharetta, GA

Graphic Design and Production – Signed letter of recommendation available upon request

- Designed for vinyl graphics (real state signs, car graphics, decals)
- Helped with the manufacturing of sign projects
- Worked with industry standard large format digital printers, vinyl plotters and printers

Woodstock Community Church 2005-2007 - Woodstock, GA

Facilities / Information Technology Coordinator - Signed letter of recommendation available upon request

- Managed the use of the facilities
- Maintained office computers and network
- Created and maintained website – www.wcchurch.org
- Created all graphic work for print material, news paper ads, flyers, posters, banners
- Filmed and edited custom videos for special events

Westchester Spanish Christian Church 2003-2005 - Miami, FL

Building Maintenance Supervisor - Signed letter of recommendation available upon request

- Helped in the office with computer software and technical problems
- Handled the sound for the band during services and activities
- Maintained the building and surrounding grounds

Best Buy 2001-2002 - Miami, FL

Merchandising Department - Signed letter of recommendation available upon request

- Responsible for assisting with organization of products on floor
- Assisted with unloading and stocking merchandise
- Provided guidance to other employees to ensure top-notch customer service
- Demonstrated initiative in efficient customer service

Freelance 2001- Present - Miami, GA

System Tech and Web Designer

- On-site computer repair and maintenance
- Built affordable custom computers for customers
- Some freelance web design

Willow Cyber Agent Sub-Contractor 1998 – 2001 - Miami, FL

Sales Representative

- Served as Inside Sales personnel and answered sales calls, followed through on orders and helped with customer service for The Home Shopping Network & Ticket Master

EDUCATION

Miami-Dade College & Kennesaw State University Miami, FL & Kennesaw, GA.

- B.A. in Communications: Media Studies at Kennesaw State University
- President's List Spring 2009 (Graduated with 3.49 GPA)

Special Skills

- Fluent speech and written English, Fluent speech in Spanish and can write in Spanish
- Proficient with MS Office Suite & Adobe Suite
- Very organizational, work well with teams, fast learner & self-motivated
- Type 40+ words/minute